



National Active and Retired Federal Employees Association

St. Mary's County Chapter 969 Bylaws

Article I. NAME

This chapter shall be known as the St Mary's County Chapter, number 969 of the National Active and Retired Federal Employees (NARFE) Association. The chapter may be affiliated with the Maryland State Federation of Chapters (MD Federation) and subject to the constitution and bylaws of that body.

Article II. OBJECTIVES

The objectives of this chapter shall be to support and work toward the objectives set forth in the NARFE Association's Articles of Incorporation. In furtherance of these objectives, this chapter shall conform to NARFE Association and MD Federation Bylaws. It shall operate in unity with policies established by the NARFE National and State conventions and the National Executive Board.

Article III. MEMBERSHIP

Any person who is or shall be eligible to receive an annuity or survivor annuity from any of the civilian retirement programs of any agency of the Federal government of the United States of America or the District of Columbia shall be eligible for membership in the NARFE Association and this Chapter, without regard to race, color, religion, sex, national origin, age, or disability.

Article IV. DUES

Section 1. National. The National dues shall be as prescribed by the NARFE Association.

Section 2. Chapter. The chapter dues are established to meet expenses of carrying out its business and functions. There are two options for paying chapter dues, annual or lifetime. The chapter dues amount may be changed by a majority of those members voting at any Regular Meeting. Any chapter document relating to dues or contributions must contain this statement: "Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes."

Article V. ELECTED OFFICERS & DUTIES

Section 1. The officers of the chapter shall be a President, a First Vice-President, a Second Vice-President, a Federal Legislative Officer, a State Legislative Officer, a Secretary and a Treasurer. They shall be elected at the annual meeting, and the President is limited to serve no longer than two consecutive two-year terms. For the positions of the President, Treasurer, and Federal Legislative Officer the elections will be held on the even numbered years. For the

positions of the Vice-Presidents, State Legislative Officer, and the Secretary the elections will be held on the odd numbered years. Officers assume duties on adjournment of the Meeting at which they are elected. Officers shall be chapter voting members.

Section 2. The Duties of the elected positions include but are not limited to the following:

- a. The President shall preside over all meetings, performing all the duties pertaining to the office of the President. The President serves as the Chapter's representative to the Maryland Federation Board.
- b. The First Vice-President shall assume duties as assigned by the President and shall preside in the absence of the President.
- c. The Second Vice-President shall assume duties as assigned by the President and shall preside in the absence of the President and the First Vice-President.
- d. The Secretary shall be responsible for written communications as assigned and shall document and convey minutes of all proceedings of the Chapter as assigned by the President.
- e. The Treasurer shall regularly report on the Chapter's financial status, receive all monies, and be responsible for proper deposits and withdrawals as approved in the Chapter's annual budget. The treasurer will prepare a draft annual budget and act as technical advisor for the Budget Committee. Checks may be signed by the President in the absence of the Treasurer. At the discretion of the Executive Board, the Treasurer may be required to obtain bonding for the faithful performance of his or her duties. The expense of obtaining this bond shall be paid for from the chapter.
- f. The Federal Legislative Officer is responsible for regularly attending federal legislative meetings and keeping abreast of national legislative matters. This position shall regularly document and convey relevant information with the Chapter membership.
- g. The State Legislative Officer is responsible for regularly attending Maryland legislative meetings and keeping abreast of state legislative matters. This position shall regularly document and convey relevant information with the Chapter membership.

Article VI. EXECUTIVE BOARD, EXECUTIVE COMMITTEE, AND OTHER COMMITTEES

Section 1. The president shall appoint the following non-elected positions: Service Officer, Newsletter Editor, Historian, Telephone Tree Manager, and any other position in the chapter's interest.

Section 2. There shall be an Executive Board of which the Elected Officers and the Service Officer shall be members. The Executive Board shall make all the Chapter's financial decisions. Each member shall have one vote. In the event of a tie, the president shall have two votes.

Section 3. There shall be an Executive Committee that consists of the Executive Board, Newsletter Editor, Telephone Tree Manager, Service Officer, Historian, and all other Committee Chairs. The Executive Committee shall discuss matters to be reported to the membership at the regular Chapter meetings. Each member shall have one vote. In the event of a tie, the president shall have two votes.

Section 4. The Membership Committee is chaired by a Vice President. It shall be the duty of the members of this committee to develop a Membership Plan that describes organized efforts to gain and keep members, encourage Dues Withholding, and contact lapsed members. The plan shall be approved by the Executive Committee. All chapter members are ex-officio members of this committee.

Section 5. The Ways and Means Committee is chaired by a Vice President. It shall be the duty of the members of this committee to develop a Fund Raising Plan that describes all activities related to raising funds for designated chapter use as approved in the annual budget and approved by the Executive Committee. All fund raising committee chairs shall be a part of this committee, including but not limited to the Alzheimer's and Hospice Committee Chairs. This committee can also perform public relations activities that are approved by the President.

Section 6. The Legislative Committee is co- chaired by the National and State Legislative Officers and is responsible for keeping abreast of state and national legislative matters concerning federal civil annuitants and prospective annuitants. The Committee also makes recommendations for legislative action to the chapter, the Maryland Federation, and NARFE Headquarters. This committee may also gather information related to other retiree issues e.g., the United Seniors of Maryland and the National Committee to Preserve Social Security and Medicare. Expenses required for participation in these groups that are not paid by the Maryland Federation, shall be paid by the chapter in accordance with Article VIII, Section 4 of this document.

Section 7. The three-person Audit Committee shall be appointed by the president to at least annually perform an audit of the financial records of the chapter. A report of the audit shall be presented to the Executive Committee and the membership.

Section 8. The Nominating Committee of at least three members shall prepare a slate of nominees to be voted on at the regular May meeting. Nominations may be submitted to the committee at any time prior to the election. A person not present at the meeting may be nominated from the floor at the May election meeting, provided that person has agreed to serve, if elected.

Section 9. The Telephone Tree Committee is chaired by the Telephone Tree Manager and shall be responsible for contacting members prior to the regular chapter meetings and maintaining the attendance record for each regularly scheduled Chapter meeting.

Section 10. The Service Office Committee is chaired by the Service Officer and shall be responsible for maintaining the Service Office that provides information and guidance to annuitants and potential annuitants on appropriate benefits.

Section 11. The Budget Committee is chaired by a Vice President. Additional members shall be appointed by the president. The treasurer will act as a non-voting technical advisor to the committee. The committee will meet each year prior to the January Executive Board meeting. The treasurer will present to the committee a draft Annual Budget based on prior year

expenditures and anticipated coming year expenditures, at the start of the meeting. The committee will produce and present a proposed Annual Budget for the coming year to the Executive Board at the January meeting for approval. Final approval of the Annual Budget shall be by a majority vote of the Executive Board. The approved budget will be made available to those in attendance at the next regular Chapter meeting. At the discretion of the president, the approved budget may be published in the chapter's newsletter.

Article VII. CHAPTER MEETINGS

Section 1. There shall be at least 10 regular monthly meetings each year. Meetings will be held generally on the 3rd Friday of the month. The annual meeting schedule can be changed by the chapter's Executive Committee, with due and reasonable notice to the members. The regular meeting in June shall be the annual meeting. Meetings may not be held in up to two months of the year, as determined by the Executive Committee each year.

Section 2. Special meetings shall be called by the chapter President when necessary, or upon written request of 5% of the chapter's voting members. Written and/or email notice of all special meetings shall be given to each chapter voting member at least seven days before such meeting.

Section 3. A quorum for conducting chapter business shall consist of 5% of the chapter's voting members, but less than a quorum may adjourn to meet on a future date, of which notice shall be given to each voting member.

Section 4. The following business shall be conducted at all regular chapter meetings and generally in this order:

1. Call to order
2. Invocation (or moment of silence)
3. Pledge of Allegiance
4. Introduction of new members
5. Presentation of the minutes
6. Program
7. Officer reports
8. Committee reports
9. Announcements
10. Unfinished business
11. New business
12. Adjournment

Article VIII NATIONAL AND STATE CONVENTION DELEGATES

Section 1. Delegates to the Association's national and Maryland Federation conventions shall be designated by the chapter's Executive Committee, in accordance with the National Bylaws and Maryland Federation guidelines, as soon as possible after the official count of membership and delegate strength is issued by National Headquarters. Eligibility requirements and selection procedures for Chapter 969 delegates to National and State conventions are as follows.

Section 2. Eligibility Requirements

- a. All Delegates
 1. Member must be in good standing with both national and chapter dues paid.
 2. Must have been a member in good standing for at least one year (12 months) prior to the month of the convention.
 3. Member must have attended at least six meetings in the 12 months prior to their selection.
- b. Delegate Eligible for Chapter Reimbursement
 1. No more than six (6) delegates will receive full reimbursement of expenses as described in Section 4, Article VIII.
 2. Priority for selection as a full reimbursement participant shall be: a) members of the Executive Board; b) other members of the Executive Committee, and c) chapter membership.
 3. Partial reimbursement may be granted to any member designated by the Executive Board as an official chapter delegate at these conventions. These delegates can be reimbursed for expenses as determined by the Executive Board, (e.g., registration and banquet fees.)

Section 3. Selection Procedures

- a. The President and Legislative Officers will automatically be delegates to the National and MD Federation Conventions. The President shall be the designated delegate Chairperson and is the board member for the MD Federation. In the absence of the President, an alternate will be selected by the President.
- b. At the Executive Committee meeting in which the delegates are selected the nominee(s) must meet the Eligibility Requirements in Section 2. Delegates and alternates will be selected at a regular Chapter Executive Committee meeting and presented to the Chapter membership.

Section 4. Expenses: Delegates approved to receive reimbursement to attend either a National or Maryland Federation NARFE Convention will be reimbursed for the following expenses not paid by the NARFE Association or Maryland Federation: registration fee, banquet fee, room fee, transportation to and from the site, and meals (at the current Federal rate of reimbursement for meals and mileage at URL www.defensetravel.dod.mil/site/perdiemCalc.cfm or current equivalent). When traveling by air, members will follow Federal and local regulations, (which normally require flying business coach). Special rates available at the time of the convention will be used. If other than air travel is utilized, reimbursement will be capped at a constructive coach air travel rate. Receipts are required for any and all reimbursements. Carpooling when appropriate shall be encouraged unless approved by the President.

Article IX. PARLIAMENTARY AUTHORITY

The provisions found in *Robert's Rules of Order, Newly Revised* shall govern chapter business in all matters not in conflict with the chapter bylaws or the Association's Articles of Incorporation and National Bylaws.

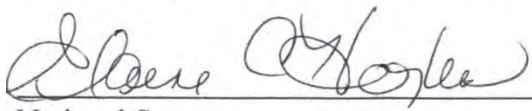
Article X. AMENDMENTS

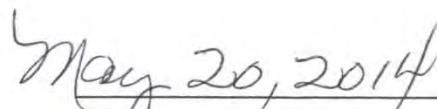
An amendment to these bylaws shall be made by concurrence of two-thirds of the voting members present and voting at any regular business meeting, provided notice of the proposed amendment has been transmitted to all chapter voting members not less than 30 days before the meeting at which the vote is taken. Amendments shall then be approved at National Headquarters before becoming effective.

Amended March 2014


Sandra Simmons
Chapter Recording Secretary

APPROVED at NARFE Headquarters


National Secretary


Date